

# Council and Clerk Services

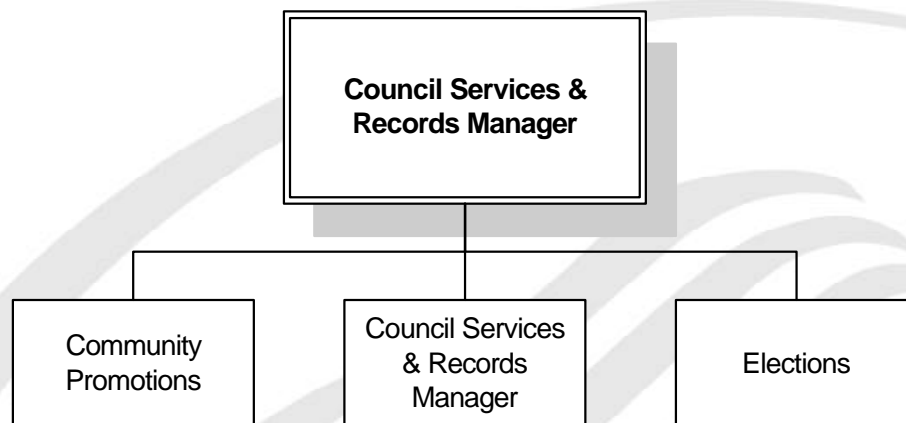
[010-1100] [010-1220] [010-2410] [010-2420]

## Appropriation Summary

	99/00 Actuals	00/01 Actuals	01/02 Current Budget <sup>1</sup>	01/02 Estimated Actuals	02/03 Adopted Budget
Salaries	235,233	257,028	348,103	405,716	373,023
Supplies & Services	134,349	162,221	172,366	131,995	151,955
Capital Outlay	9,475	40,888	189,084	178,165	109,300
Debt Services	-	1,353	1,414	1,414	1,285
Internal Service	118,586	156,054	73,765	70,077	81,093
Transfers Out	46,340	-	-	-	-
Project Expenditure	-	-	-	-	-
<b>CITY CLERK</b>	<b>543,983</b>	<b>617,544</b>	<b>784,733</b>	<b>787,367</b>	<b>716,656</b>

010 1100 CITY COUNCIL	160,954	183,289	307,955	238,350	236,417
010 1220 COMMUNITY PROMOTIONS	46,816	65,937	34,707	33,343	40,605
010 2410 CITY CLERK	251,591	312,751	389,850	459,625	373,823
010 2420 ELECTIONS	84,622	55,567	52,221	56,049	65,811
<b>DEPARTMENT TOTAL</b>	<b>543,983</b>	<b>617,544</b>	<b>784,733</b>	<b>787,367</b>	<b>716,656</b>

<sup>1</sup>FY 01/02 Adopted budget: \$708,615





[illegible]

## FY 2001/02 HIGHLIGHTS

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- ### FY 2002/03 ACTIVITY GOALS

- ## FINANCIAL COMMENTS

- Funding for annual goal setting session
- A portion of the costs of the City Council budget have been distributed to all departments, city-wide as an administrative expense to more accurately reflect the costs of City business
- Appropriation of funds to facilitate Mayor and Council Members attendance at conferences and meetings, including attendance at the League of California Cities Annual Conference; Mayor's Conference, etc.

# [010-1100] City Council

PERFORMANCE MEASURES	FY 2001/02
• Council/Redevelopment Agency Meeting Minutes produced	51
• Time required to draft, proof and edit minutes	1.5hrs for every 4hrs of meeting time
• Total Hours	360
• Percentage of Minutes completed without errors of fact	100%
• Completing Minutes within 2 weeks	100%

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An ongoing activity is to provide a limited amount of funding to assist non-profits that provide services to the community as a whole. A new activity this year is assisting the Youth Empowered for Success (YES) in its efforts to take to the community the message of adopting and implementing the 40 Developmental Assets in Youth

- City activities and programs were featured in a booth at the Taste of Morgan Hill. City employees, Library Commissioners, Parks and Recreation Commissioners, Bicycle & Trails Advisory Committee members, volunteers, as well as City employees staffed the City booth. Supplies for this activity were paid for by the Community Promotions' budget.
- A new City Logo was designed and will be implemented in phases. Also, the City Council approved a resolution that adopting the Developmental Asset approach as a framework guiding all youth-related policies and program in the City.

- Continue to support and fund the City's "Taste of Morgan Hill" booth and Independence Day Inc. Fourth of July Activities.
- Continue to facilitate community and public organizations' request to make presentations before City Council
- Facilitate request for funding by non-profit organizations

The FY 2002/03 budget will increase from that of FY 2001/02 (for allocation of a portion of the Council Services and Records Manager's time to administer this program). Funding commitments will afford the City the opportunity to participate in local events to publicize City activities and services and facilitate Council interaction with Morgan Hill Citizens such as the Taste of Morgan Hill, IDI Fourth of July Activities, and Holiday Parade. A new activity this fiscal year is allocation of \$10,000 for Youth Empowered for Success.

• Proclamations Produced	50
• Staff time to coordinate/draft requests for proclamations for Council members, staff and outside requests	2 hours
• Hours to produce all proclamations	100
• Percentage of Proclamations completed for a particular meeting date, as requested	100%

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# [010-2410] Council Services & Records Management

## ACTIVITY DESCRIPTION

The City Clerk is elected by the citizenry of Morgan Hill, attends all regular and special meetings of the City Council and prepares the minutes of said meetings. The Council Services & Records Manager is appointed by the City Manager and serves as the City Clerk; Clerk of the Boards, Commissions and Committees; Secretary to the Redevelopment Agency Board; and Filing Officer for the Fair Political Practices Commission. With the assistance of a full-time Municipal Assistant, the Council Services & Records Manager administers the City-wide records management program; prepares the City Council, Redevelopment Agency agenda and minutes and assists with Commission/Committee Agendas; serves as City Council liaison; indexes all official and recorded documents; processes the updates for the City's Municipal Code; is responsible for the recordation of documents and serves as the Office Manager for Administration. The Council Services & Records Manager/City Clerk serves as the election officer for the City of Morgan Hill and facilitates all municipal and special elections. The Council Services & Records Management Department is responsible for all election procedures, including all Fair Political Practices Commission Filings. This office also acts as the liaison to the City of Morgan Hill-Morgan Hill Unified School District Liaison Committee. Staff provides essential cross-departmental services such as telephone and public counter reception, processing of incoming and outgoing mail, centralized purchasing, administers the city-wide telephone system, acts as key operator to the photo copy machine, coordinates meetings for the Mayor and Council Members and related committees; is the filing official for all subpoenas, claims, and bid processes; and is also responsible for requests for "public records."

## FY 2001/02 HIGHLIGHTS

- Implemented Document imaging in the City Clerk's Department. Vital records such as Minutes, Resolutions and Ordinances have been imaged.
- Processed 95 notifications and tracked Designated Statements of Economic Filers (Form 700 filers)
- Assisted Departments with recruitments to fill vacancies on the various boards, committees and commissions
- Coordinated meetings for the Youth Empowered for Success (YES)
- Assisted Mayor and Council Members with the coordination of meetings
- Participated in the planning and assistance of the successful "Community & Cultural Center" ground breaking ceremonies
- Prepared over 50 Proclamations, Certificates of Appreciation and, Certificates of Recognition
- Facilitated the replacement of an outdated postage machine with an efficient postage machine
- Coordinated a Request for Proposal for an architect to assist City staff with alternative designs for Council office space
- Facilitated placing the City's Municipal Code on the City's Web Page
- Implemented the City's Records Retention Schedule and purged non-essential records,
- Prepared and Administered Oaths of Office to approximately 30 city employees
- Processed over 500 requests for public records
- Processed approximately 51 City Council and Redevelopment Agency Agenda Packets
- Partnered with the National Council on Aging's Senior Community Service Employment Program, affording job training to low income seniors
- Initiated training sessions relating to internal security/safety measures, including the coordination of a training session with the United States Postal Services on the proper handling of suspicious postal packages

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- Continue to provide on going support to the Mayor, City Council, City Manager, City staff and the community
- Continue with the imaging of City of Morgan Hill and Redevelopment Agency Historical Records
- Assist with the implementation of document imaging in other City departments
- Continue to streamline process for meeting requests for City records
- Record, maintain and index all legal documents pertaining to City of Morgan Hill business
- Continue to implement the City's Records Retention Schedule and purge non-essential records
- Continue maintenance of the City of Morgan Hill's Municipal Code
- Council Services & Records Manager to continue to pursue professional and technical development in order to retain Certified Municipal Clerk status
- Provide on-going education and training of staff, including cross training
- Work as a member of the management team to help with the business practices of the City of Morgan Hill organization
- Avail the entire City Council and Redevelopment Agency packets to the citizens via the City's web page

The Council Services & Records Management Office funds the position of the Council Services & Records Manager, Municipal Services Assistant, a full-time Office Assistant II, a half-time Office Assistant II and a half-time Office Assistant I.

Costs for the Council Services and Records Office will remain similar to that of FY 2001/02 and include funding for a "Contract Minutes Clerk" to assist the Council Services & Records Manager with clerking of Redevelopment Agency meetings and/or Regular/Special City Council meetings. Funding is included to implement the document imaging/records management program for the City, purchase and/or replace equipment, including maintenance costs, and temporary clerical assistance as needed.

- Number of requests for public records
- Amount of time to research/copy requests for public records

FY 2001/02

500+

95% = 1 day

4% = within 10 days

1% = 10+ days

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42277	OTHER EXPENSE	1,000	9	-	-	-
42408	TRAINING & EDUCATION	2,847	1,283	3,900	2,500	3,000
42415	CONFERENCE & MEETINGS	2,416	3,374	4,000	3,000	3,000
42423	MEMBERSHIP & DUES	450	510	735	735	600
42435	SUBSCRIPTION & PUBLICATIONS	770	633	1,800	1,000	1,000
42440	BOARD & COMMISSIONS	18	-	-	-	2,000
42531	MAINT - FURN/OFF EQUI	1,545	2,289	3,250	3,250	12,000
42000s	<<SUPPLIES & SERVICES>>	25,763	37,786	55,001	51,001	47,125
43825	MACHINERY/EQUIPMENT	-	6,841	3,919	3,500	3,500
43835	FURNITURE/OFFICE EQUI	9,290	34,048	78,941	78,941	50,000
43840	COMPUTER EQUIPMENT	120	-	4,000	2,000	4,000
43845	COMPUTER SOFTWARE	65	-	1,500	1,000	1,000
43000s	<<CAPITAL OUTLAY>>	9,475	40,888	88,361	85,441	58,500

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This Division is coordinated through the Office of the Council Services and Records Management. The Council Services & Records Manager serves as the Election Officer for the City of Morgan Hill and is responsible for all elections.

- Facilitated the use of the Council Chambers with the Registrar of Voters as a facility used to provide training to south county election poll workers as part of the November 5, 2001 and March 5, 2002 elections
- Administered the Fair Political Practices Commission (FPPC) requirements and filings for elected officials (7), political action committees (2), and designated employees (95 Statements of Economic Interests). This included reviewing forms submitted and notifying officials and/or committees of errors
- Attendance of a Fair Political Practices Commission workshop relating to required filing requirements
- Attendance at a co-sponsored League of California Cities and City Clerks' Association "New Laws" seminar.

- Conduct General Municipal Election to be held November 5, 2002 to fill Mayor and two council seats, including ballot measure(s).
- Continue education and training in election laws and Fair Political Practices Regulations
- Administer the Fair Political Practices Commission (FPPC) filing requirements and maintain accurate records

Funding will be required in order to conduct a General Municipal Election to fill the Mayor and two Council seats and any proposed ballot measure(s). The services of the County of Santa Clara County, Registrar of Voters will be requested in order to keep expenses to a minimum. When appropriate, claims will be filed for reimbursement of allowable election related costs under the State Mandated Cost Reimbursement Program. A percentage of personnel costs are included for the Council Services & Records Manager and clerk staff for election-related activities and responsibilities.

• Number of Statement of Economic Interests filed	95
• Percentage filed by deadline	99%
• Percentage filed late	1%

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45002	FINANCE SERVICES	1,000	1,225	-	-	-
45003	GENERAL LIABILITY INS	487	835	713	677	408
45007	LEGAL SERVICES	6,179	4,688	-	-	-
45009	INFORMATION SYSTEM SERVICES	903	1,149	-	-	-
45000s	<<INTERNAL SERVICES>>	9,167	9,210	713	677	408
49210	TRANSFER OUT-010 (GENERAL FUND)	6,840	-	-	-	-
9000s	<<TRANSFERS>>	6,840	-	-	-	-
	<b>CITY CLERK-ELECTIONS</b>	<b>84,622</b>	<b>55,567</b>	<b>52,221</b>	<b>56,049</b>	<b>65,811</b>